

May 31, 2010

TO: Chief School Administrators/School Bus Contractors

FROM: Bret Schundler
Commissioner

SUBJECT: Criminal History Record Checks – Mandatory On-Line Filing of
Administrative Fee (ePayment)

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE CRIMINAL RECORD CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

In a Chief School Administrators/School/Bus Contractors letter dated June 12, 2009, the Department of Education initiated electronic filing (ePayment) for the criminal history Applicant Authorization & Certification form (AA&C), administrative fee payment and duplicate approval letter requests. Filing on-line expedites the criminal record process, eliminates errors on forms that must then be returned to sending educational facility, confirms that fees have been received and eliminates paperwork for the employing authority.

The enabling legislation governing the criminal history record check, *N.J.S.A. 18A:6-7.2*, mandates that no criminal history record check shall be conducted without the written consent of the applicant. Current practice allows the applicant to contact the private vendor MorphoTrak, schedule an appointment and have the criminal history record check completed before the necessary forms and administrative fee have been submitted. To continue this process would be a violation of that statute.

TO BE IN COMPLIANCE WITH THIS STATE LAW, EFFECTIVE JULY 1, 2010 ALL EDUCATIONAL FACILITIES AND AUTHORIZED SCHOOL BUS CONTRACTORS SUBMITTING REQUESTS TO THE CRIMINAL HISTORY REVIEW UNIT FOR A CRIMINAL HISTORY RECORD CHECK MUST PROCESS THE ADMINISTRATIVE FEE ELECTRONICALLY ON-LINE.

New applicants, current employees transferring districts and school bus drivers applying for initial school bus endorsement or renewing their driver's license must submit their request through the on-line process available through the department Website, <http://www.nj.gov/education/educators/crimhist/>. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

Chief School Administrators/School Bus Contractors

Page 2

May 31, 2010

The criminal history record check is a three phase process for new applicants seeking employment with an educational facility or authorized school bus contractor. Step one is the submission of the written authorization for the department to conduct the criminal history record check and the payment of the administrative fee to the Criminal History Review Unit. Step two is to schedule an appointment with MorphoTrak to LiveScan the applicant's fingerprint images and Step three is a criminal record search by the Federal Bureau of Investigation and the New Jersey State Police. Employees eligible for the Archive Submission Process are not required to schedule an appointment with MorphoTrak.

On our home page, click on [ePayment Criminal History Record Check](#) and the next page will display the options: New Application Request, Archive Application Request, and Duplicate Approval Letter Request. Detailed instructions for completing the forms are available for each process. The individual will select the type of criminal record request or duplicate approval letter they are seeking from these three options on our page and will then view four (4) options as to the employer and job position they are seeking. All fields with a red asterisk must be completed before proceeding to the next page. The individual MUST click the "submit" button only one time to complete the transaction. After completing the transaction, the individual must print a copy by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity. There will be a \$1.00 convenience fee charged by the private vendor, Official Payment Corp. (OPC) for processing the credit card information.

The employing educational facility or authorized school bus contractor must provide the county, district, contractor and/or school codes to the applicant prior to electronic on-line filing. Upon completion of the ePayment process, the applicant may access MorphoTrak through a link on the Criminal History Review site.

All educational facilities and authorized school bus contractors are mandated to utilize the electronic ePayments process for criminal record check requests or requests for duplicate approval letters. For additional information concerning this process, please contact the CHRU at (609) 292-0507.

BS/RJC/CC/chc/Mandatory On-Line Filing of Administrative Fee ePayment

c: Members, State Board of Education

Willa Spicer

Assistant Commissioners

Executive County Superintendents

Robert J. Cicchino

Carl H. Carabelli